



Rolling River School Division

ADMINISTRATIVE PROCEDURE

IICC – SCHOOL BASED VOLUNTEERS

The Rolling River School Division supports and values the contribution of volunteers and encourages volunteer participation by individuals and groups. Volunteers are recognized as non-paid person(s) functioning under the jurisdiction of the School Board.

The benefits of volunteerism to students, schools, and to the volunteers themselves may include:

1. enriching educational programs and services;
2. enhancing student success and achievement;
3. providing volunteers with opportunities to use their knowledge and skills;
4. enabling volunteers to gain valuable experience, personal growth and satisfaction.

A volunteer for the Rolling River School Division is defined as any approved member of the community who agrees to undertake, without remuneration, a designated activity which supports a school program.

A Principal may for extra and co-curricular activities leave students in the care of a responsible adult volunteer other than a certified teacher subject to the following procedures and conditions:

1. Whenever feasible, it is desirable to have extra-curricular activities supervised by a certified teacher. Where this is not feasible, the principal may approve a volunteer to have care and charge of students where this person is adequately supervised by the school administrator or a designated teacher. Supervision need not necessarily involve co-attendance by a principal/teacher and the volunteer. (PSA Sec. 91(2), Manitoba Regulation 464/88R).
2. Under Section 86 Public School Act, volunteers may be considered agents of the School Board and as such, the Board can be vicariously liable for acts of negligence. This makes it crucial for the principal to ensure that the agent (volunteer) is capable of performing assigned duties and understands the limits of his/her authority.
3. Principals will provide volunteers with an orientation at which time the expectations, guidelines, pertinent policy(ies) of the division with regards to extra-curricular activities, student safety, student conduct, person in charge conduct, emergency procedures, confidentiality and other relevant information is shared.
4. Volunteers must provide a satisfactory Criminal Record Check, Vulnerable Person/Sector Check, and Child Abuse Registry clearance. Exceptions to this are occasional volunteers under the direct supervision of a teacher. Volunteers on all school trips must provide a Criminal Record Check, Vulnerable Person/Sector Check and Child Abuse Registry Check. Volunteers are responsible for the cost of Criminal Record Check, Vulnerable Person/Sector Check and Child Abuse Registry Check. Schools may pay these costs for volunteers from School Funds.

CRIMINAL RECORD CHECK AND VULNERABLE PERSON/SECTOR CHECK PROCEDURE

Volunteers are to attend the local RCMP / Police Service and obtain a Criminal Record Check and Vulnerable Person/Sector Check and return it to the school for review and approval of the School Principal prior to commencing volunteer activities.

Where a Criminal Records Check is inconclusive or indicates that a Criminal Record may or may not exist, the Division will require the individual to obtain a fingerprint check to verify the actual record. The individual will be required to meet with the appropriate Senior Administrator to present, review and discuss the matter of the record. The individual may be approved to volunteer pending the results of the fingerprint check subject to the approval of the Superintendent.

CHILD ABUSE REGISTRY CHECK PROCEDURE

The school will have volunteers complete the *Application for a Child Abuse Registry Check form* and return it to the school. The Principal will review the application to ensure it has been completed accurately and will forward the completed forms to the Division Office for processing to the attention of the Accounts/Payroll Assistant. The Division office will return the approved *Child Abuse Registry Check form* to the school (approximately 4 to 6 weeks after submission).

1. An individual with a questionable Criminal Record Check, Vulnerable Person/Sector Check or Child Abuse Registry Check result will not be approved by the School Principal for volunteer activities until the checks have been discussed with and approved by the Superintendent.
2. The School Principal will maintain the results of the Criminal Record, Vulnerable Person/Sector Check and Child Abuse Registry Check in a secure file at the school for the duration of the school year(s) in which the individual volunteers.
3. An individual who volunteers in the same school in consecutive school years may not be required to provide a new Criminal Record Check, Vulnerable Person/Sector Check or Child Abuse Registry Check in each year. An individual who does not volunteer in consecutive school years may be required to provide a new Criminal Record Check, Vulnerable Person/Sector Check or Child Abuse Registry Check if (s)he wants to volunteer in the future. An individual who volunteers in a new or different school in the Division must complete a Criminal Record Check, Vulnerable Person/Sector Check and Child Abuse Registry Check at the new/different school.
4. The volunteers in a volunteer program in the Rolling River School Division are covered under the Boards insurance program in the event of damage/injury to third parties.

Legislation Reference: The Public Schools Act, Sec. 91(2);
Manitoba Regulation 464/88R

Date Adopted: April 18, 2002
Date Reaffirmed: October 5, 2006
Date Revised: December 9, 2009
Date Revised: September 8, 2010
Date Revised: June 4, 2012
Date Revised: May 21, 2014
Date Reaffirmed: January 16, 2019